

Grinnell Public Library District (GPLD)

Board Meeting Minutes

MARCH 20, 2024

Present: District Trustees Ed Cheetham, Beth Devine, Bill Halvey, Danny Lowney, Tom McAlister, Nicole Morris, and Amanda Sen Villalobos. Sean McCarthy and DJ McErlean-Hopson were excused.

Also Present: Kristen Campbell, Library Director and Board Recorder Julie Beyer.

Call to Order – The meeting was called to order by President Cheetham at 7:10 PM.

Wednesday, April 17, 2024 – The next GPLD Board meeting is at 7:00 PM in the Community Room.

Votes: All votes were unanimous, unless otherwise noted.

Beth Devine was sworn in as a Library Trustee.

Minutes – The Board agreed to accept the February 21, 2024 meeting minutes on a motion made by President Cheetham and seconded by Trustee McAlister. Motion carried.

VP of Finance's Report & Monthly Bills

The Board agreed to authorize the voucher signing by President Cheetham and directed the Treasurer to pay the February 2024 Audit Committee reviewed bills (bills as of March 20, 2024) for a total of \$70,315.14 on a motion by Trustee Halvey and seconded by Trustee Devine. Motion carried.

Liaison Reports

Town of Wappinger – There was no report at this time.

Village of Wappingers Falls – There was no report at this time.

Friends – Trustee Devine stated the Friends had their Outback Fundraiser and made approximately \$1,000.00. One thing she has been involved in with the group is her vision for a reading nook outside in the corner on the road side. The Friends had asked the BOCES program to assist with a bench and they thought they would be getting sketches or design plans to review and approve. Instead, they were presented with a bench that had already been made. Although the Board is appreciative of the donation, and will use the bench in the back yard, it is not what they had in mind as a focal point. Trustee Devine presented pictures of benches that are in Europe that look like open books. Libraries have ordered them and had an artist create something based off of a book selection from the library. The artist was paid by a stipend of approximately \$1000.00 for labor and materials. Then the piece has been clear-coated by an automotive repair place to ensure it is protected from the elements outside. It does have

to be secured into a cement pad. There is a company in the US that makes these at a cost of \$1800 - \$2000 and \$600 for shipping. Then they need to be painted, clear-coated, and secured. She was thinking more along the lines of something like this and is looking for direction from the rest of the Board. She also said one of the Friends had suggested gravel in the area, but Trustee Sen Villalobos said that wasn't ADA compliant. Trustee Devine does feel that most people don't use benches so there should be a few chairs out there as well. Trustee Morris asked what types of things the Friends normally fund. Director Campbell stated they do Battle of the Books, the Internship, the museum passes and sometimes some programming. T. McAlister stated if it was funded by the Friends, it would need some sort of recognition plate. Trustee Halvey asked if \$1,000 was enough of a stipend for an artist. Trustee Devine said she thinks a lot of local artists would love the exposure. Trustee McAlister said maybe the Friends could cover that as well. Trustee Halvey suggested having the Friends interview the artists and dwindle them down to three choices and the Board gets final decision. President Cheetham suggested allowing the artist to express how the books inspired them as well. It may not have to be a literal translation of the book. Trustee Devine asked if this was something the Board wanted her to move forward with and they agreed. Director Campbell stated the area will have to be ADA compliant and suggested possibly bluestone slate. Trustee Devine asked for some direction on the type of chairs that would be needed. Trustee McAlister suggested that the Board ask the Friends for financial assistance in securing a show piece/signature item bench and the stipend for the artist to paint it. Trustee Devine stated her concern is where it will be housed while it is being painted. She will also talk to Roger about what type of shade tree and landscaping will work well.

Public Comment – There was no one from the public present.

Director's Report – Director Campbell's report covered the following items:

Building:

The scaffolding placement and office work has started this week. After that is complete, Barone will move on to the non-fiction room windows. The estimated completion date for this phase is May 31, 2024. The committee met with the architects tonight and they are waiting for Quest's testing on lead and asbestos before they can go further.

The tentative bidding period for the next phase of development is as follows: Bid will be placed publicly by P2G Architecture on April 2, 2024 with a non-mandatory pre-bid walk through on April 12. Bids will be open at 2 pm on April 26. These dates are also subject to QUEST testing. Their report, drawing, and specifications are needed to incorporate into the bid documents. Hopefully they will be moving towards Phase 2 soon.

MHLS:

Please see the attached Memo of Understanding that outlines the relationship between individual libraries and the system. This MOU has been vetted and approved at the December 6, 2023 Directors Association.

Dutchess County Library Association Trustee Reception is on Thursday April 25, 2024. The topic is NYLA, Advocacy and you! This presentation will count as .5 hours toward mandatory trustee education. The cost is \$54.00 per person which seems a little high.

The Director suggested having the library pay half of the ticket cost out of the continuing education budget line. **Trustee Devine made a motion that the Grinnell Public Library District will pay \$27.00 towards the cost of any trustee attending this training from the continuing education budget line item. Seconded by Trustee McAlister and carried.** Director Campbell asked that everyone RSVP by 3/28/24 to director@grinnell-library.org.

Financial:

Annual audit started 3/4/24 with two auditors from PKF O'Connor Davis. The in-library work has finished, and the report will be forthcoming around June.

State report has been submitted by RBT

Tax cap has been filed

2024 Annual Report:

Website Visits – in 2023 there were 41,786 and in 2022 there were 30,265

Reference Transactions – in 2023 there were 2,750 and in 2022 there were 2,885

Visitors - in 2023 there were 55,562 and in 2022 there were 58,007

Programs Offered – in 2023 there were 856 and in 2022 there were 700

Program Attendance – in 2023 there were 5,563 and in 2022 there were 4,501

Wireless Sessions – in 2023 there were 34,663 and in 2022 there were 23,021

Computer Users – in 2023 there were 4,490 and in 2022 there were 4,180

There was a graph showing the Circulation of Materials differences between 2022 and 2023 as well.

On a motion by Trustee Halvey and seconded by President Cheetham, the 2024 annual report was approved.

Committee Reports – There were no Committee Reports from the following Committees at this meeting: Strategic Planning, and Finance.

Building Committee – President Cheetham stated they had covered all the building information in the Director's report. Director Campbell did ask if everyone is good with the trim and window colors as they are. Everyone was. President Cheetham stated Phase 2 is basically the rest of the building and the roof. There are currently 2 layers of shingles, so they both have to be removed prior to anything new going down. They are building "alternatives" into the pricing so if other issues are found along the way, there will be different alternatives to handle time. Trustee Devine stated they could also decide to not do the roof at this time. Director Campbell stated the roof did add a significant cost. The projects together now are probably around \$1.25 million. It will save on the bidding costs if they do it as one project. The roof isn't slated to be replaced until 2027, but the Van Guard doesn't think it will last that long. Trustee Halvey stated he is not sure where those funds will come from. They cannot take all of the money from the Capital account because half of those funds have to be held for emergencies. Trustee Devine stated there are some alternatives in the pricing like power washing the existing siding versus replacing it. Trustee Halvey would like to meet with Director Campbell to

go over the budget before they move forward. Trustee Devine stated she hopes that happens before the next meeting. Trustee Morris asked if the bids would be good for a certain time frame. Director Campbell stated the bids are usually 30-60 days, but the specs will be good for however long they need them for.

Governance – The Community Room Use Policy was sent to the Board for review. Trustee Sen Villalobos stated the main change was regarding insurance. They took out the requirement for individuals to have a policy, but groups and clubs are still required to carry it. They also need to make sure there is consistency in who can and can't use the room, as they don't want any issues with discrimination. Trustee McAlister stated they did talk about the Tutoring Policy, but didn't make any changes to it at this time. Trustee Sen Villalobos stated she would like to see these policies get online at some point. Director Campbell stated she is hoping to do a webpage overhaul soon. **On a motion by Trustee McAlister and seconded by Trustee Halvey, the Community Room Use Policy was approved as provided. Motion carried.**

Personnel – Director Campbell stated the new clerk started, but isn't staying. She has put in her two week notice and the Director will be restarting her search.

At 8:12 PM Trustee McAlister made a motion to enter into Executive Session to discuss a specific employee. Seconded by Trustee Morris and carried.

At 8:48 PM Trustee McAlister made a motion to adjourn Executive Session and resume the regular meeting. Seconded by Trustee Halvey and carried.

As a result of the Executive Session, Trustee Halvey made a motion to increase the Director's Salary to \$76,000.00 effective the payroll starting 3/25/24. Seconded by President Cheetham and carried.

Old Business –

There was nothing at this time.

New Business –

Director Campbell stated that she will have to sign up for Fast Pay for NYS Deferred Compensation.

Trustee Morris stated she will be the backup for Trustee Devine at the Friends Group.

Adjournment – at 8:53 PM Trustee Halvey made a motion to adjourn and it was seconded by Trustee Morris. Motion carried.

Respectfully Submitted,

Julie J. Beyer
Recording Secretary